



# Change Password



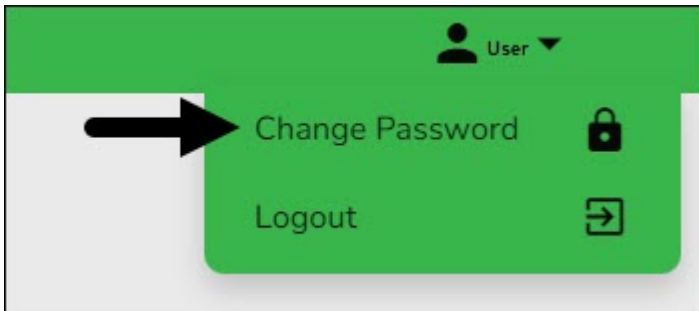
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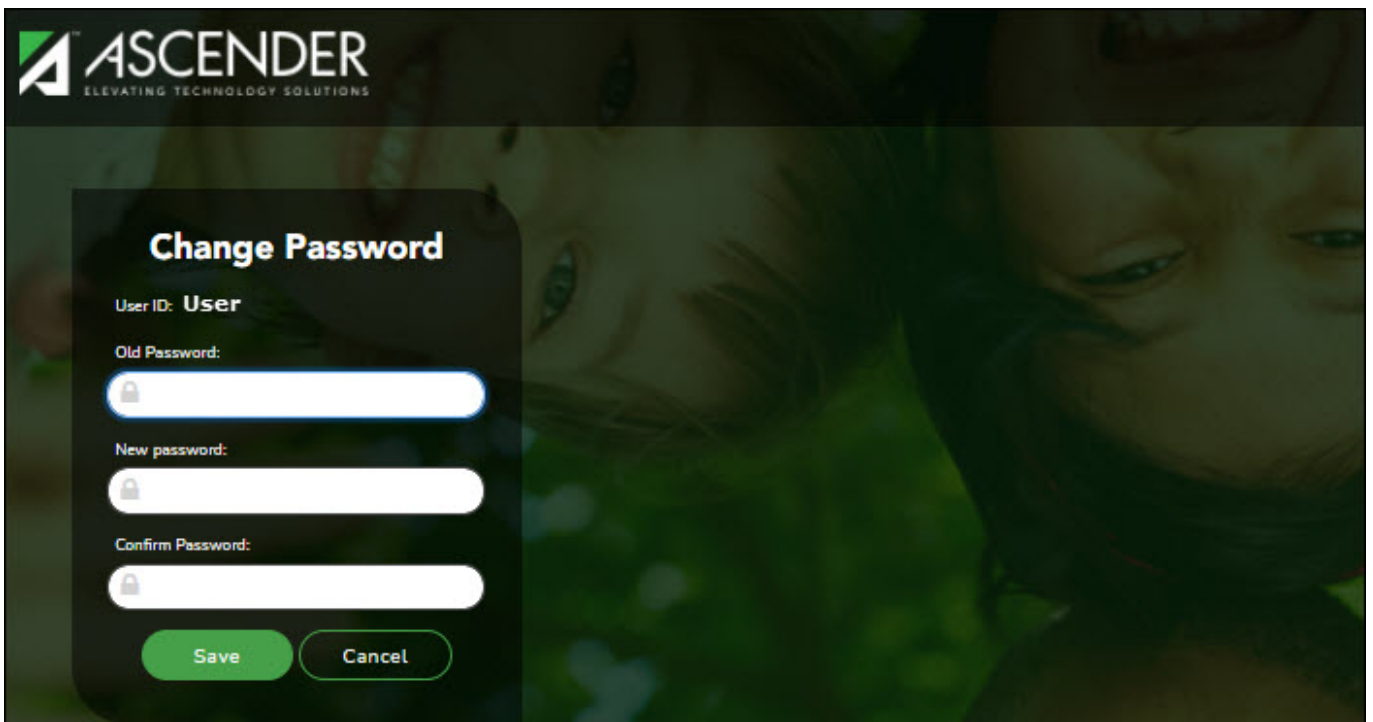


## Change Password

To change your password, from the ASCENDER Home page, click the drop-down arrow next to your user name and then click **Change Password**.



The Change Password page is displayed.



|                         |                                       |
|-------------------------|---------------------------------------|
| <b>User ID</b>          | Your LEA-issued user ID is displayed. |
| <b>Old Password</b>     | Type your old (current) password.     |
| <b>New Password</b>     | Type your new password.               |
| <b>Confirm Password</b> | Retype your new password to confirm.  |

Click **Save** to save your new password.

Click **Cancel** to cancel the request and return to the ASCENDER Home page.

**Note:** The ASCENDER password requirements are defined by the LEA on the Utilities > Set TxEIS

Preferences page in DBA Assistant.

If your password expires, the following Change Password page opens:

The image shows a 'Change Password' form on a blue background. On the left is a logo for 'Texas EIS' featuring a map of Texas with a star and the letters 'EIS' in a stylized font. On the right, the title 'Change Password' is followed by a horizontal line and the text 'Your password has expired. Please set a new password below.' Below this are two input fields: 'New password:' and 'Confirm new password:'. A 'Submit' button is located below the second input field.

**Change Password**

Your password has expired. Please set a new password below.

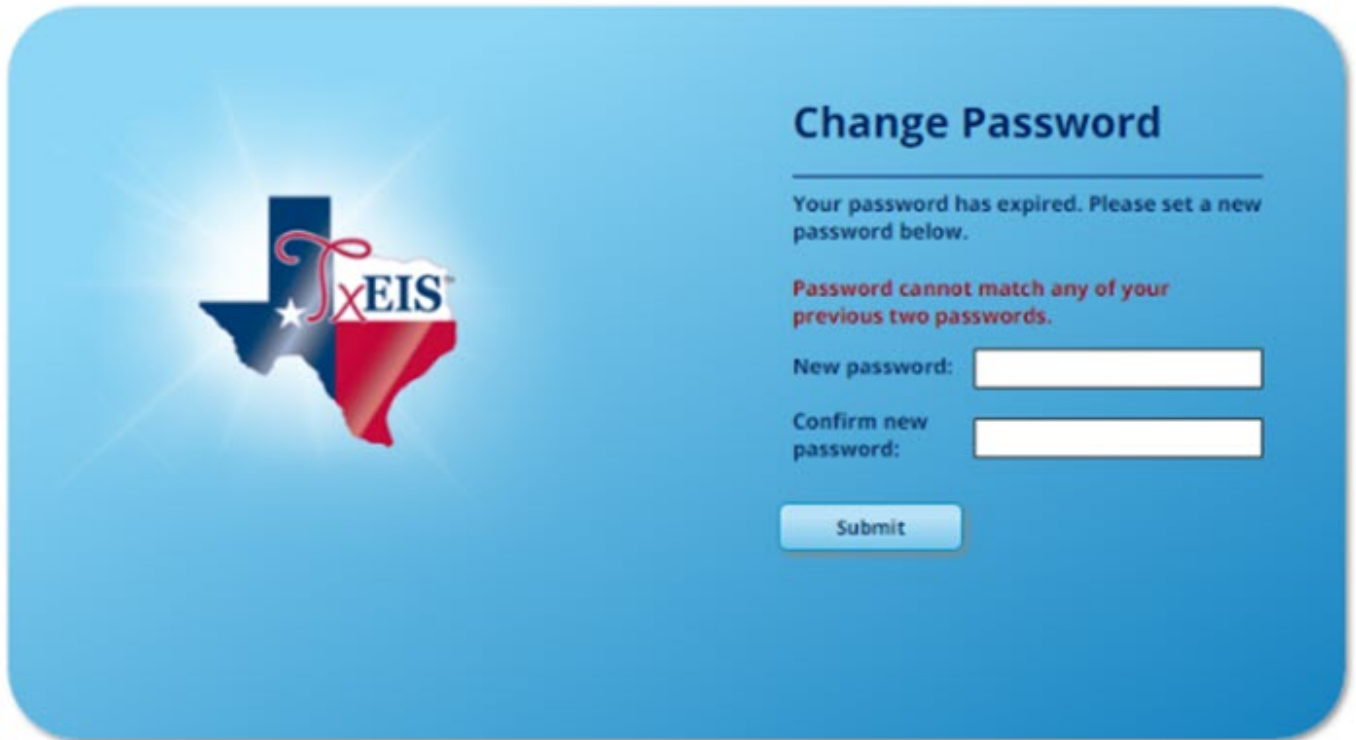
New password:

Confirm new password:

**IMPORTANT:**

This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.

You will be prevented from reusing a previous password:



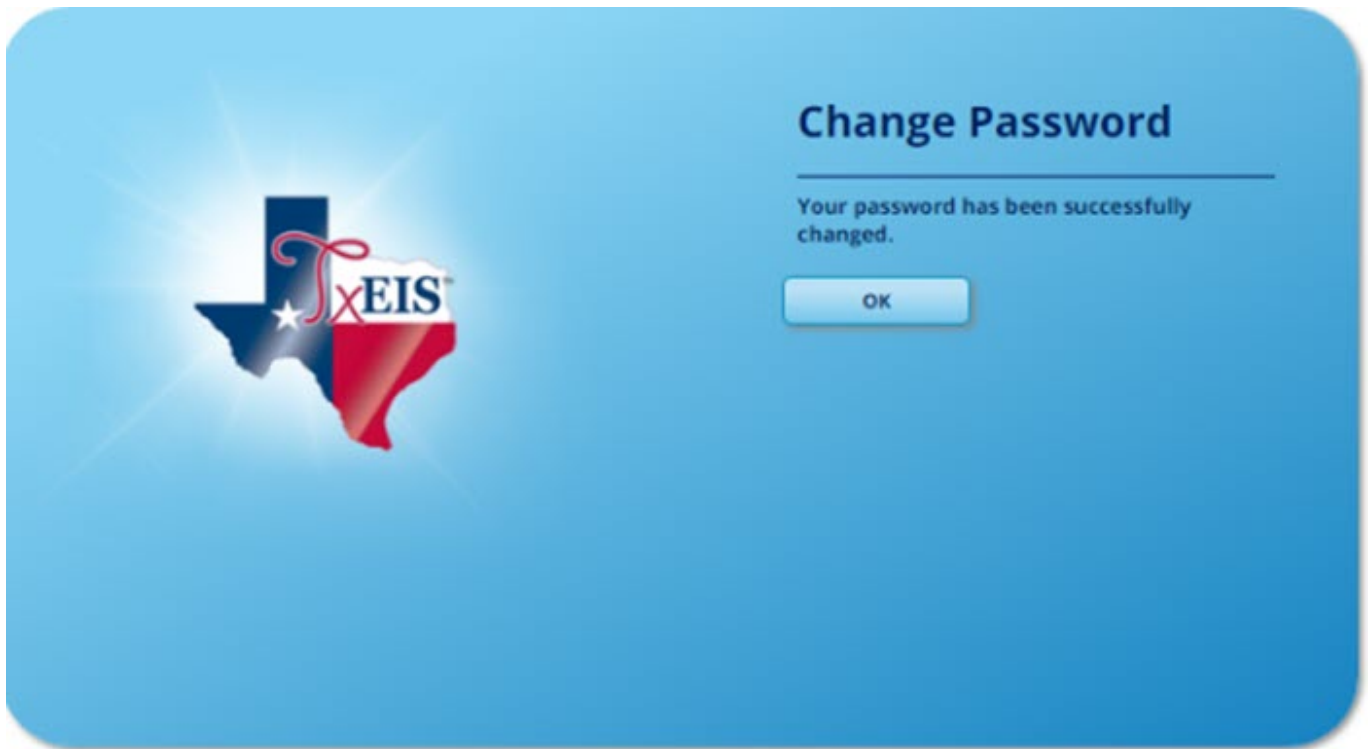
The form is titled "Change Password" and is set against a blue background. On the left is a logo for Texas EIS, featuring a map of Texas with a white star and the letters "EIS" in blue. The form contains the following elements:

- Change Password** (Section Header)
- Your password has expired. Please set a new password below.
- Password cannot match any of your previous two passwords.** (Error message in red)
- New password:
- Confirm new password:
- 

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The following page is displayed upon successfully changing your password:



**IMPORTANT:**

**This is a security-protected system. Unauthorized use is prohibited. Only authorized personnel are allowed to use the system for authorized purposes. By logging on, you acknowledge that you are an authorized user.**